

CITY OF JACKSON, MICHIGAN
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF PERSONNEL AND LABOR RELATIONS

VACANCY ANNOUNCEMENT FOR: **PATROL OFFICER**

GENERAL SUMMARY:

Under supervision, during varied hours, to patrol assigned district or beat on foot or bicycle, in a police car or other conveyances; to participate in the enforcement of all laws and ordinances, the preservation of law and order, the prevention of crime, the protection of life and property, and the arrest and prosecution of law violators; to investigate and make detailed reports of accidents, and render all possible aid and assistance; operate a police radar or laser unit and engage in the enforcement of traffic laws. To direct pedestrian and vehicular traffic, to check cars for overtime or illegal parking, to see that streets are unobstructed and lighted at proper times; to make investigation of complaints; to aid other city departments as requested; to guide and direct strangers and children, occasionally to assist with clerical and maintenance work; to keep records of arrests and other important incidents; to make daily reports and to perform related work as required; to make public presentations on behalf of the department. To actively engage the community to form partnerships, consistent with the department's values, mission and vision. Must wear approved uniform attire and use approved equipment. Must have the ability to perform the essential job functions outlined by the MCOLES as listed below:

DUTIES:

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints.
2. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue.
3. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high-speed vehicle operation.
4. Communicate verbally and effectively by listening to people and giving information, directions, and commands. Must be able to effectively read and write in the English language.
5. Operate an emergency vehicle during the day and night; in emergency and pursuit situations involving speeds in excess of posted limits, while exercising due care and caution; and in congested traffic, unsafe road conditions, and environmental conditions such as fog, smoke, rain, ice, and snow.
6. Load, aim, and fire handguns, shotguns, and other agency-specific firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
7. Conduct searches of buildings and large outdoor areas that may involve walking and/or standing for long periods of time.
8. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion, to detail when probable cause exists to search and arrest and when force may be used and to what degree.
9. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
10. Identify wanted persons and vehicles; and locate stolen property and identify potential evidence, which requires the ability to distinguish color and perceive shapes.
11. Manage interpersonal conflicts to maintain order.

12. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer emergency call.
13. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
14. Perform tasks that require lifting, carrying or dragging people and/or heavy objects, while performing arrests, rescues, or general patrol functions.
15. Perform searches of persons that involve touching and feeling to detect potential weapons and contraband.
16. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
17. Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
18. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
19. Subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers or approved non-lethal weapons.
20. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
21. Ride a bicycle while patrolling.

In addition to these functions, the City of Jackson also requires Patrol Officers to:

1. Use hands and fingers to operate and enter data on in-car handheld and/or personal computers.
2. Use data to analyze and solve problems
3. Make effective presentations to the public.

MINIMUM QUALIFICATIONS:

Applicants must be a U.S. Citizen; have 60 semester or 90 quarter credits from an accredited college or university; pass the MCOLES reading/writing test and other pre-employment screening instruments; be able to understand and carry out instructions; pass medical and physical examinations provided by employer; pass the MCOLES physical agility test; and have keen powers of observation. Additionally, an applicant must have high moral standards, industry, integrity, mental and physical alertness, emotional stability, reliability and good mental and physical health. The successful applicant will also be required to pass a pre-employment drug test.

In addition to the above requirements, all city positions require: the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City. City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

SALARY SCHEDULE: **Grade 82**

Step 1 <u>1st year</u> \$39,790/yr.	Step 1.5 <u>6 months</u> \$42,227/yr.	Step 2 <u>2nd year</u> \$44,663/yr.	Step 3 <u>3rd year</u> \$46,693/yr.	Step 4 <u>4th year</u> \$48,935/yr.	Step 5 <u>5th year</u> \$51,253/yr.
1L after <u>7 years</u> \$2,532/yr.	2L after <u>12 years</u> \$53,848/yr.	3L after <u>18 years</u> \$55,188/yr.			

Successful candidates must have and maintain residence within 20 miles of City within one (1) year of hire date. Inquiries, resumes and applications may be directed to City of Jackson, Personnel & Labor Relations Department, 161 W Michigan Ave. 11th floor, Jackson MI 49201; fax (517) 768-5824; or email: apply@cityofjackson.org. **No resumes will be accepted without completed application and required materials (i.e. Proof of passing MCOLES scores). Deadline for applications is 5 P.M. January 16, 2007. NOTE: TESTING FOR THE POSITION WILL BE LIMITED TO THE FIRST 100 QUALIFIED APPLICANTS.**

(The City of Jackson does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, handicap, or marital status as to: access, availability, employment, or participation in any of its programs and activities).

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